



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

RHODE ISLAND DEPARTMENT OF TRANSPORTATION  
HUMAN RESOURCES SERVICE CENTER

Two Capitol Hill, Room 214  
Providence, Rhode Island 02903-1124  
Phone (401) 222-2572; Fax (401) 222-2574

**SUPERVISORY REQUEST FOR TRAINING COURSE, SEMINAR OR  
CONFERENCE**

**A completed request must reach HR at least 10 days in advance with all  
pertinent documentation attached.**

*You must have a written approval in hand from the Office of Human Resources prior to the start of the course,  
seminar or conference.*

**PLEASE PRINT**

DIVISION/SECTION SUPERVISOR REQUESTING TRAINING ON BEHALF OF A GROUP:

BUSINESS PHONE #: \_\_\_\_\_ BUSINESS E-MAIL: \_\_\_\_\_

JOB TITLE: \_\_\_\_\_

DIVISION: \_\_\_\_\_ SECTION: \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_

COURSE/SEMINAR/CONFERENCE TITLE: \_\_\_\_\_

BRIEF TRAINING DESCRIPTION: \_\_\_\_\_

\_\_\_\_\_

TRAINING SPONSER/ PROVIDER: \_\_\_\_\_

LOCATION: \_\_\_\_\_

STARTING DATE: \_\_\_\_\_

(Times; Days of week) \_\_\_\_\_

COURSE LENGTH: (In total learning hours) \_\_\_\_\_ OTD Incentive Credit Eligible: \_\_\_\_\_

ESTIMATED TOTAL COST: \$ \_\_\_\_\_ COST PER EMPLOYEE \$: \_\_\_\_\_

ACCOUNT FUNDING SOURCE: \_\_\_\_\_

OVER PLEASE.....

**Part A**

ANTICIPATED TRAINING BENEFIT FOR EMPLOYEES OR RIDOT:

---

---

---

---

---

I understand that **ADVANCED APPROVAL MUST BE OBTAINED.**

REQUESTING SUPERVISOR'S

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

DIVISION SUPERVISOR OR DIVISIONAL ADMINISTRATOR

I have reviewed this request and find it directly related to our employee's job duties and career training needs.

☐

RECOMMENDED

☐

NOT RECOMMENDED

\_\_\_\_\_  
DIVISIONAL AUTHORITY SIGNATURE

\_\_\_\_\_  
DATE

APPOINTING AUTHORITY:

I certify that this training is/is not directly to this employee's job duties and funding is/is not available:

☐

APPROVED

☐

DENIED

\_\_\_\_\_  
APPOINTING AUTHORITY DESIGNEE/  
HUMAN RESOURCES ADMINISTRATOR

\_\_\_\_\_  
DATE

**RETURN TO:**

RIDOT  
Human Resources Service Center  
Employee Training  
Two Capitol Hill, Rm. 214  
Providence, RI 02903